

**Leon County School Board**  
**Charter School Request for Background Screening**  
**“Vendors Serving in Instructional Positions”**

Charter schools or charter school management companies hiring vendors for charter schools should provide this form to any vendor being considered for hire in an “instructional-level vendor position” rather than as an employee of the charter school/management company. Instruction-level positions include but are not limited to teachers, speech/language pathologists/therapists, occupational/physical therapists, etc. This classification shall include any vendors that will work directly with students and/or those whose positions would be considered instructional by FLDOE, and this information will be submitted to FLDOE as is required for instructional staff. This completed form must be presented along with payment to the Leon County Schools Fingerprint Office along with the *LCSB Request for Background Check for Vendor/Contractors’ form*. Cleared screening results must be received prior to admittance on the charter school campus

(This form is not to be submitted for potential charter schools and/or potential/current charter school management companies. The *LCSB Request for Background Check for Applicants* form is to be submitted for all charter schools and/or charter school management company potential/current employees that are to be allowed on a charter campus when children are present. Cleared screening results must be received prior to admittance on the charter school campus.)

I: \_\_\_\_\_ request that the vendor identified below be screened for an “instructional-level vendor position” at \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Describe the Services to Be Provided: